

Tuesday, February 23, 2016

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING FEBRUARY 23, 2016 WELLS RUN

Called to order at 1:00 PM by Chairperson Sandra Becker

Commissioners present: Sandra Becker, Bob Miller, Tom McClintock, Barbara Spring, Ruth Torizzo (Tenant Representative) and Executive Director Jim Simoncelli Jr.

Commissioners absent:

Tenants present: Patricia Lapidus (unit #11), Jean Adams (unit #7), Peggy Isley (unit #21), Donna Dougal (unit A2), Louis Vitale (unit H3)

Others present: Becky Doyle from Western Connecticut Area Agency on Aging

Minutes:

Corrections to Minutes from February 9, 2016;

Date on heading of first page was missing. Date should read "February 9, 2016".

Motion made by Tom McClintock to accept the minutes from February 9, 2016 as amended. Motion seconded by Barbara Spring. Motion passed.

Tenant Comments/Questions:

Nothing to report at this time.

Tenant Commissioner Report:

Ruth Torizzo mentioned that the fire alarm went off at Bantam Falls early Saturday morning and that many of the residents still won't go outside. She also mentioned that there was an issue between multiple residents during the fire alarm. After hearing about the issues, Executive Director Jim Simoncelli called the Litchfield Fire Marshal. The Fire Marshal wants to have a fire safety seminar for all of the residents at Bantam Falls, commissioners are also welcome. Jim Simoncelli Jr. will organize that with the Fire Marshal.

Bills and Communications:

Sandra Becker presented a letter from CHFA. Sandra Becker asked Jim Simoncelli Jr. to call the contact name listed on the letter to figure out why LHA received the letter. Jim Jr. will report at the next regular meeting.

Private Grants / Fundraising:

A. Small Cities Grant

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1. Nothing to report at this time.

B. Seherr-Thoss Grant

1. Jim Simoncelli Jr. will get multiple cost estimates to replace the heating system and the hot water heater in the Wells Run community hall.

Report of Executive Director:

Jim Simoncelli Jr. stated that he spoke with the Postmaster regarding the mailboxes at Wells Run. Jim Simoncelli Jr. will report back at the next Regular Meeting with any updates regarding the mailboxes.

Jim Simoncelli Jr. stated that all of the toiletry supplies for Wells Run will be purchased at Torrington Maintenance & Supply and kept in the maintenance room at Bantam Falls.

Jim Simoncelli Jr. stated that Richard King, maintenance working at Bantam Falls, just finished painting the bathrooms at Bantam Falls. Jim Jr. stated that they look great.

Financial Report:

Jim Simoncelli Jr. distributed the following reports as part of the January financial report; Transaction list by Vendor Jan 2016, Statement of Cash Flows YTD Jan 2016, and Balance Sheet (list of bank account balances). Motion made by Tom McClintock to approve the January 2016 financial report as presented. Motion seconded by Barbara Spring. Motion passed.

Inspection of Grounds:

An inspection of grounds was not completed.

Unfinished Business:

A. LHA Policies and Procedures

1. Key Policy – Nothing to report at this time.
2. Lease – Nothing to report at this time.
3. Rules and Regulations – Nothing to report at this time.
4. Smoking Policy – Nothing to report at this time.
5. Tenant Handbook – Nothing to report at this time.
6. Mission Statement – Nothing to report at this time.

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7. Policy Violation Fee – Nothing to report at this time.

B. LHA Security

1. Jim Simoncelli Jr. will order more of the camera wire so the additional cameras at Bantam Falls can be installed.

C. Resident Service Coordinator

1. Becky Doyle from the WCAAA (Western Connecticut Area Agency on Aging) spoke to the commissioners and residents regarding the RSC (Resident Service Coordinator) program. Becky discussed the following items that could be part of the RSC program; informal assessment with residents, assessment to fulfill needs, issue assess to information regarding benefits, set up programs for residents, promote positive social atmosphere, etc.

2. Jim Simoncelli Jr. will set up a meeting where the residents and commissioners can talk with a RSC before the start of the program.

D. Rent Increase at Well Run

1. Jim Simoncelli Jr. put a call into CHFA regarding the rent increase. Jim Jr. will give an update at the next Board Meeting.

New Business:

Tabled Items:

A. Bantam Falls Back Gardens (Wamogo Program)

B. CT Green Bank (Wells Run)

C. Steam Clean Bantam Falls Carpet

D. LHA Tag Sale (Spring 2016)

Motion made by Barbara Spring to adjourn meeting. Motion seconded by Tom McClintock. Motion passed. Meeting adjourned at 3:01 PM.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority